

**August 2021**

**Return to On-Campus Instruction**

**A Handbook for Parents**

**Our Lady of the Valley School**

This document outlines guidelines related to the reopening of our campus for in-person instruction. We reserve the right to make additions, amendments, and deletions at any time.

While it is derived from our school’s reopening plan aligned with public health guidance, this document is not intended to describe all safety protocols and procedures. You can access our full reopening plan as submitted to public health on our school website olvcrusaders.org.

**Return to Campus**

As we began the year in distance learning, our faculty and staff were busy preparing our campus for the eventual return to in-person instruction. We are excited to share that our campus will reopen for in-person instruction on August 15, 2021 for students in grade TK-8.

**Principal’s Message**

Welcome Back!

I take great pride and joy in welcoming you back to campus for the remainder of the 2021-22 school year. It is exciting to be part of a community of great students, parents, and teachers at Our Lady of the Valley School this year!

Our Lady of the Valley School prides itself in being a “Community of Learners” where our students and staff look for opportunities to learn from each other in our daily lives.  We are committed to high academic expectations, mutual respect, and social responsibility.

The staff at Our Lady of the Valley School has high expectations for all of our students.  We have even higher expectations of ourselves. This year, the OLV staff has dedicated their focus on improving student learning for all students.  We will continue to work diligently through collaboration to discuss teaching strategies to meet the needs of our students. We will improve student learning through improved instruction focusing on aligned curriculum, data collection, and assessment.  We are committed to finding each student’s skill level and taking them forward in their learning.

As the school principal, I believe that in order to be successful, we need to partner with you, the families of our students.  We need your support as we ask students to practice reading, writing, and mathematics at home. Throughout the year, I will continue to meet and talk with many of you, as well as to learn about your children and family.  If there is anything I can do to help or provide answers to questions you may have, please let me know.

We appreciate your continued support.  Thank you for sharing your children with us. They are the reason that we are here.

We are honored to be entrusted with this critical component of their lives.  Thank you for sharing your children with us.

Respectfully,  
Miguel Beltran,

Principal, OLV

We acknowledge that we are still facing the challenges of a pandemic and therefore, we have made adjustments to in-person instruction and on-campus routines to ensure the health and safety of our entire school community. This document outlines the adjustments that we have made in alignment with public health guidelines.

**Office Schedule**

The office will be open 7:45am-4pm Monday through Thursday and 8am-1pm on Fridays. If you need to stop by, please make an appointment so that the office staff is prepared to receive you safely.  Temperatures will be taken when you arrive in the office. Please remember to keep 6 feet of distance while in the office and make sure to wear a mask. Anyone not following these guidelines will be asked to leave the office.

**On-Campus Schedule for Grades TK-8**

We will offer in-person instruction for students in grades TK-5. Based on the guidance from public health, with the following schedule: Monday, Tuesday, Wednesday and Thursday: 8am-2:50pm. Friday: 8am-12:30pm.

Students will attend mass at 8:15am inside the church.

**Distance Learning Option for TK-8**

We will continue to offer distance learning for TK-8 grade students that may opt to not return to campus or may be required to stay at home due to illness or quarantine on a case to case basis. Please contact the principal if you decide to opt out. To accomplish this, we will provide students with their textbooks and their assignments on a weekly basis. Students will have assigned office hours.

**Attendance**

Student attendance will continue to be taken daily.

* For students **on-campus**:
  + Attendance will be taken by the teacher and recorded in the school student information system.
  + If your child is scheduled to be on-campus and will be out for any reason, please call the office by 8:00am to report the absence.
  + If your child needs to be at home for an extended period due to quarantine, the student will need to have someone pick up their textbooks and complete assignments provided by the teacher on a weekly basis. It is your responsibility to communicate and coordinate this with the child’s teacher(s). If your child needs to be at home for an extended period due to illness, please coordinate with the administration and teacher.
* For students **at-home** (due to quarantine):
  + Attendance will be taken at based on completed assignments and office hours.
  + If your child is unable to participate in the day’s at-home learning due to illness or other reasons, *email the teacher and the front office*].

**Communication**

We will continue to primarily communicate through two systems:

* Gradelink - Our Student Information System (SIS) is used to manage student records of the school and communication with families.
* Google Classroom - Each classroom will continue to use a Learning Management System (LMS) to communicate and organize student learning. Teachers will communicate with students through this platform.
  + For students **on-campus**, assignments will be accessed using the LMS under teacher direction and guidance.
  + For students **at-home**, weekly assignment schedules will be posted on Google Classroom on a daily basis.

Parents are asked to communicate with teachers via email. Please remember that the teachers’ priority is time with the students. Now that our teachers will be engaged in on-campus instruction, they will likely not be able to respond during school hours. However, teachers will respond as soon as possible, but within 24 hours.

The school administration will continue to provide *weekly* updates on Mondays through the OLV weekly newsletter.

**Technology and Device Use**

All students, whether on-campus or at-home, are expected to follow our Acceptable Use and Responsibility Policy that was signed as part of the beginning of year paperwork. [[Archdiocesan Acceptable Use and Responsibility Policy (linked here)](http://handbook.la-archdiocese.org/chapter-10/section-10-3)

**COVID-19 Health & Wellness Protocols**

In order to minimize the risk of COVID-19 transmission on our campus, and in compliance with the county health mandates, we will be implementing the following plans and protocols. We ask for your cooperation and support.

**At-Home Health Screenings**

Prior to arriving at school each morning and after returning home each afternoon, please implement certain routines that will assist us in keeping our community healthy. Parents/families should monitor their child for symptoms and keep students who are sick at home.

**Arrival**

We have created arrival protocols that will allow us to efficiently screen students and reduce large gatherings. Students must arrive by their scheduled time through the Gault entrance. Parents are to show a completed health questionnaire at arrival. Touchless temperature checks will be conducted of each student upon arrival. Absolutely no parents are to walk onto campus.

**Dismissal**

We have created dismissal protocols that will allow us to efficiently dismiss students and reduce large gatherings. Students will be dismissed at their scheduled time using our rainy day pick up procedures. Parents are to have their child’s name placard visible to help our lines run efficiently. It is very important that all students are picked up on time.

**Symptom Monitoring**

If a student experiences symptoms during the school day, the teachers and staff will follow the school plan for isolating and contacting the family.

1. The person who is reported to have ***COVID-19 symptoms*** must be separated from the school community by being isolated and sent home immediately.

2. Students will be quarantined in our Health Office until the parents can pick them up from school.

3. Student must take a Covid-19 test or quarantine for 10 days.

3a. A student who has received a negative Covid-19 test result without coming in contact with anyone who tested positive for Covid-19 may return to school once they receive a negative Covid-19 test result.

3b. A student who has received a negative Covid-19 test result after coming in contact with anyone who tested positive for Covid-10 may return to school after 10 days or after 7 days if they took the test after the 5th day they came in contact with a person who tested positive.

If there is a student who tests positive, the teachers and staff will follow the school plan for contacting the families of students who were exposed.

1.The ***COVID-19 positive*** patient and the entire cohort must quarantine for at least 10 days.

2. The entire cohort will shift to distance learning

3. All guidelines for contacting DPH and Los Angeles Department of Catholic Schools (DCS) will be followed. We will use the DPH form COVID-19 Case and Contact Line List for the Educational Sector to document any positive cases.

4. If OUR LADY OF THE VALLEY SCHOOL has three of more cases within a 14- day period, we will immediately report this cluster to DPH via email or by calling (888) 397-3993.

5. Parents will receive a letter notifying them that someone in their child’s cohort has tested positive (HIPPA regulations will be adhered to)

6. Parents will be provided with a copy of Home Isolation Instructions for People with COVID-19 from DPH website

7. The COVID-19 positive patient will be allowed to return to campus once the current CDC and DPH criteria has been met (currently)

a. 24 hours fever free (without medication)

b. Minimum of 10 days since the onset of symptoms

Any student who has symptoms, or has been a close contact with a student who tested positive, will be required to take a Covid-19 test either at school or parents may choose to take their child somewhere else for a Covid-19 test. All parents will be contacted and provided with their options before taking any action. Anyone who refuses to get tested will be treated as a positive case.

**Face Coverings**

The California Department of Public Health (CDPH) states that face coverings are required for all persons on campus, within reason. All staff, students, and visitors must wear either a disposable or a cloth facemask that covers their nose and mouth while on campus. If anyone forgets their mask or needs a replacement, one will be provided. Students may remove their masks while eating, but must obey the distancing regulations and put the masks back on when finished. Anyone with a health condition that would prevent them from wearing a mask must provide a note from their physician and will be required to wear a face shield.

In compliance with the CA DPH, “In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable.”

Face masks will be provided for the health office attendant and any children who need to isolate on campus after screening positive for COVID-like symptoms.

The teachers and staff have developed procedures to help support the proper wearing of face coverings and hygienic storage during snack. Students may remove their masks while eating, but must obey the distancing regulations and put the masks back on when finished. We ask that you review and reinforce these procedures at home.

**Limited Sharing of Furniture, Supplies, and Materials**

Due to the possibility that the virus may be transmitted via shared supplies and materials, we have devised a plan to minimize contact exposure.

Students will be assigned a desk and chair in the classroom. They will use the same desk and chair throughout the school day. Students cannot share any items among themselves. Each child’s belongings will be separated and stored in individually labeled storage containers provided by you, the parent (such as a fanny pack or school box). Teachers will have a ‘used’ box for any items students may have borrowed from the teacher. Teachers will consistently wipe down high-use surfaces which may include their own technology, door handles, and desktops.

**Physical Distancing Practices**

In order to maintain a distance of three feet between students and staff whenever possible, certain alterations have been made to classrooms, hallways, restrooms, and other common spaces.

Classrooms

Restrooms

Classrooms will keep windows and doors open in order to allow for fresh air circulation. In addition, teachers will utilize outdoor spaces whenever possible.

During recess and lunch, activities that provide for physical distancing are encouraged. However, the use of playground equipment will be limited. Each class will have assigned equipment that only students in their class may use.

**Health & Hygiene Practices**

Students and staff must wash (or sanitize with FDA-approved sanitizers when washing is not possible) their hands and wipe down high-use items and areas at regular intervals.

* before and after eating
* after using the restroom
* after outdoor play
* before and after any group activity
* When entering the classroom

**Cleaning and Disinfection**

In preparation for the reopening of campus, the school has been completely cleaned and disinfected. As we begin on-campus instruction, we have implemented a plan to ensure that campus continues to be thoroughly cleaned and disinfected. Commonly touched surfaces, such as doorknobs and railings, will be disinfected frequently throughout the day. All working surfaces and shared objects will be sanitized after each use. In addition, maintenance and custodial staff will do a thorough cleaning of every classroom daily. All cleaning supplies used are in compliance with the lists of approved disinfectants.

**Reporting Positive Cases**

If we have a confirmed case of COVID-19 in our school community, we will adhere to the reporting protocols set forth by the CDPH. All guidelines for contacting DPH and Los Angeles Department of Catholic Schools (DCS) will be followed. We will use the DPH form COVID-19 Case and Contact Line List for the Educational Sector to document any positive cases.

**Responding to Positive Cases**

After a confirmed case is reported, certain safety protocols must be followed and the information about the case(s) must be appropriately shared with the school community.

OUR LADY OF THE VALLEY SCHOOL faculty, staff, or students who have been exposed to someone outside of school who has tested positive will be required to:

1. Alert the school administration immediately

2. Quarantine at home for 10 days

3. Shift to distance learning/teaching

4. COVID-19 testing must be done

Upon learning there is a positive case(s) among an OUR LADY OF THE VALLEY SCHOOL staff, faculty, or students, the following steps must be taken:

1. The person who is reported to be COVID-19 positive must be separated from the school community by being isolated and sent home immediately

2. Students will be quarantined in our Health Office until the parents can pick them up from school

3. The COVID-19 positive patient and the entire cohort must quarantine for two weeks

4. The entire cohort will shift to distance learning

5. All guidelines for contacting DPH and Los Angeles Department of Catholic Schools (DCS) will be followed. We will use the DPH form COVID-19 Case and Contact Line List for the Educational Sector to document any positive cases.

6. If OUR LADY OF THE VALLEY SCHOOL has three (or more) cases within a 14- day period, we will immediately report this cluster to DPH via email or by calling (888) 397-3993.

7. Parents will receive a letter notifying them that someone in their child’s cohort has tested positive (HIPPA regulations will be adhered to)

8. Parents will be provided with a copy of Home Isolation Instructions for People with COVID-19 from DPH website

9. The COVID-19 positive patient will be allowed to return to campus once the current CDC and DPH criteria has been met (currently)

a. 24 hours fever free (without medication)

b. Minimum of 10 days since the onset of symptoms

***DISTANCE LEARNING TRANSITION***

Anytime any member of a cohort tests positive for COVID-19, all members of that cohort will immediately transition to distance learning for a minimum10 days. If OUR LADY OF THE VALLEY SCHOOL has three (or more) cases within a 14-day period, the school administration will immediately report this cluster to DPH via email or by calling (888) 397-3993 and the entire school will go to distance learning.

OUR LADY OF THE VALLEY will adhere to all of the DPH recommendations and regulations that may require the school to temporarily close for in-person instruction. In that case, all students will transition to distance learning until it is safe to return to campus. Parents will receive a letter notifying them that someone in their child’s cohort has tested positive (HIPPA regulations will be adhered to) and the transition to Distance Learning will begin the following school day.

**Plan for Partial or Full Campus Closure**

In the event that we are required by the county health department to close campus for some or all students, we are prepared to continue to support our students through distance learning instruction. Parents will receive a letter notifying them that someone in their child’s cohort has tested positive (HIPPA regulations will be adhered to) and the transition to Distance Learning will begin the following school day.